H1N1 Vaccine Doses Administered:
Planning & Preparation Guide for Using CRA
(OPTION 3)

Option 3 (Web-based Patient Detail): This option gives Project Areas the ability to collect patient level information using the CRA application. Selected data elements are automatically aggregated into a summary format and sent directly to the CRA server at CDC.

NOTE: This document is meant to serve as a resource for project areas to use in planning and preparing for H1N1 vaccine doses administered, and is in no way representative of all the activities required to prepare for the response. Please contact your CRA POC if you have any questions regarding the contents of this form.

Step	Action	Suggested Completion Date
1.	Confirm a Point of Contact (POC). • Send to CDC CRA POC	*May 31*
2.	Conduct initial H1N1 Plans Discussion with your CDC CRA POC.	*May - July*
3.	Ensure <u>ALL</u> individuals that will be entering data into web-based CRA have an active SDN digital certificate. • If the user **does not** have a digital certificate, notify the Public Health Administrator (PHA) to add the user to the CRA Application. Once added, the user can contact the PHIN Helpdesk at PHINTech@cdc.gov or (800)532-9929 to request a digital certificate. • If the user **does** have a digital certificate but is not a user of the CRA Application, contact the PHA to add the user to CRA and instruct the user to request the CRA Application SDN activity. • If the user has an **expired** digital certificate, contact the PHIN Helpdesk at PHINTech@cdc.gov or (800)532-9929 for instructions on how to update their digital certificate.	*September 11*
4.	Ensure <u>ALL</u> clinics for which data will be entered into CRA have been added in the system and assigned to the **Novel Influenza (H1N1) 09** event.	*September 11*
5.	Ensure <u>ALL</u> users (PHA and DES) that will be accessing and/or entering data into CRA have been added in the system and assigned to the appropriate organization (clinic) and have an active SDN digital certificate. • Only DES users must be assigned to an organization	*September 11*